

Task Force
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MEMORANDUM

20 February 1951

Noted
Not released

TO : Personnel Director
FROM : Assistant Deputy Director for Administration (Special)
SUBJECT: Agent Contracts

1. Effective as soon as possible but not later than 15 March 1951 the Personnel Director is designated as Contracting Officer to execute, amend or terminate contracts or other agreements with individuals for the procurement of information or personal services. His authority may be redelegated to subordinate who shall be designated as Agent Contracting Officer.

2. The duties and responsibilities of the Contracting Officer shall initially be those prescribed in section 9.3 of the Confidential Funds Regulations.

3. In addition you are directed to make a comprehensive study of the entire problem of administration of Staff Employees, Staff Agents and Agents with a view toward establishing formal Agency policies and procedures suitable to each appropriate category of individual and operational circumstances.

4. The desired objective is to establish policies providing optimum control and utilization of personnel of any category and at the same time create practical administrative procedures which will:

a. Facilitate the recruitment of competent personnel by providing adequate compensation and risk incentives.

b. Provide other emoluments as may be necessary to cover variable extraordinary expenses the individual will incur.

c. Provide a practical system for the administration of employee and agent contracts with due regard to operational circumstances and security.

d. Resolve all policy, legal, security and administrative problems concerning:

(1) Methods of reporting taxable income received from the Government but not taxable as derived from the cover vocation.

(2) Legal entitlement to participate concurrently in more than one Government retirement system.

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